



BRIDGEWAY CAPITAL

Connect Opportunity with Capital

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Staff Accountant Bridgeway Capital Pittsburgh, PA

ABOUT BRIDGEWAY CAPITAL

Since 1990, Bridgeway has been at the forefront of community and economic development in western Pennsylvania. We work to combat injustices and advance opportunities by building capacity, investing capital, and developing underserved areas to grow businesses and revitalize places. Bridgeway is a nonprofit and Community Development Financial Institution (CDFI) certified by the U.S. Treasury Department. For more information visit www.bridgewaycapital.org.

JOB SUMMARY

Bridgeway Capital is seeking a Staff Accountant to maintain financial and accounting processes and procedures; manage the month-end closing process, including general ledger postings and analysis; work with the Accounting Clerk to manage the cash disbursement and accounts payable process; maintain cash balances; advise on budgets, forecasts, and fixed assets; and coordinate audit functions with external auditors. The Staff Accountant will report to the Controller.

JOB KNOWLEDGE, SKILLS AND ABILITIES

ALL KNOWLEDGE, SKILLS AND ABILITIES ARE REQUIRED UNLESS NOTED AS "PREFERRED"

- Manage month-end closing process to ensure timely and accurate reporting
- Prepare and post general ledger transactions
- Maintain accurate debt and grant receipt records
- Reconcile investment accounts to the general ledger
- Reconcile cash account balances to the general ledger
- Coordinate the cash disbursements and accounts payable process
- Maintain fixed asset records
- Prepare and analyze budget-to-actual and ad-hoc reporting
- Provide support and work with auditors as needed
- Handle tax reporting including 1099 and sales & use tax returns
- Perform research as needed on accounting issues
- Provide support for annual budget development
- Other duties as required

EDUCATION/EXPERIENCE

ALL EDUCATION/EXPERIENCE BULLETS ARE REQUIRED UNLESS NOTED AS "PREFERRED"

- Bachelor's Degree in accounting or finance
- 3+ years accounting experience performing general ledger accounting and analysis
- Experience in non-profit accounting preferred
- Strong analytical, critical thinking, time management, and organizational skills
- Strict attention to detail with a high level of accuracy
- Motivated self-starter with the ability to work independently and within a team to meet deadlines and accomplish goals
- Strong written and verbal communication skills
- Proficiency in Microsoft Office™ Suite with advanced proficiency in Excel
- Experience with accounting software and with software implementation

- Willingness to productively participate, learn, and share knowledge as part of a team
- Commitment to Bridgeway's mission of making a positive impact in western Pennsylvania by promoting economic opportunity

COMPENSATION

Comprehensive benefits package includes PTO, retirement plan, and flexible spending accounts. Bridgeway Capital is an Equal Opportunity Employer.

APPLY

Interested candidates should submit a resume and cover letter to Jacob Sault, Controller, at jsault@bridgewaycapital.org

JOB SPECIFICATIONS & AMERICANS WITH DISABILITY SPECIFICATIONS

Due to COVID-19, this position is currently fully remote, intending to return to the office when possible.

The person in this position needs to regularly sit, utilize manual dexterity and repetitive finger motion, speak, hear and see with close vision. Individuals must occasionally lift up to twenty-five pounds, push or pull, reach or stretch, and utilize distance vision, color discrimination, peripheral vision, depth perception, and focusing ability. This position is primarily performed in an office environment with occasional exposure to outdoor weather conditions. Occasional driving throughout western Pennsylvania is required, and candidates are expected to have a valid driver's license and easy and regular access to a car.

This job description is not all inclusive, and it is not intended to create nor be construed as an express or implied contract of employment. Bridgeway Capital reserves the right to interpret, amend, or terminate any job description, plan, policy, program, procedure, practice, or benefit at any time at its sole discretion.

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